



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION: **Career Ladder Position** with interim steps leading to outplacement/promotion to an **Employee Benefits Specialist I** position

DEPARTMENT: **DISBURSING OFFICE**

SUMMARY: See Attached Position Classification

SALARY RANGE: Phase I - \$46,955 to \$72,780 (salary dependent upon experience)
Phase II - \$52,255 to \$80,996 (salary dependent upon performance) promotional increase granted upon successful completion of Phase I

Upon successful completion of Phases I & II, out placed /promoted non competitively to an Employee Benefits Specialist I position, Salary \$63,267 to \$98,062 per year.

CONTACT: Human Resources
Room SH-231B Hart Building
Fax: 202-228-3603

POSTING DATE: **May 16, 2008**

DEADLINE FOR APPLICATIONS: **May 30, 2008** Applications will NOT be accepted after 6:00 p.m.
Fax or hand deliver applications. Do NOT mail. No phone calls please.

*** New * E-mail your submission to resumes@sec.senate.gov. Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.**

All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.



**Career Ladder Position with interim steps leading to outplacement/promotion to an
EMPLOYEE BENEFITS SPECIALIST I position**

PERSONS ELIGIBLE TO APPLY

Current Secretary of the Senate (SOS) employees who apply and are the successful candidate will be slotted in at their current pay level if it is equal to or greater than the SOS Pay Band 6 range level with a promotional increase if above the minimum, or the minimum of the pay band if below SOS Pay Band 6. If the successful candidate is not a Secretary of the Senate employee, he/she will be slotted into SOS Pay Band 6 in Phase I commensurate with their experience, skills and abilities.

This is a career ladder position posting in the Employee Benefits Section of the Disbursing Office. An individual selected for the career ladder position will be placed into SOS Pay Band 6 in Phase I for a period of twelve (12) to eighteen (18) months maximum during which time, he/she will be on a training plan and provided opportunities for development and increased responsibility. Upon successful completion of the development and performance goals, as specified in an Individual Development Plan for Phase I, the individual will be granted a promotional increase into SOS Pay Band 7. The successful applicant will again be placed on an Individual Development Plan in Phase II and serve for the next twelve (12) to eighteen (18) months maximum working on increasingly more complex employee benefits and retirement issues. Regular merit procedures will not apply during Phases I & II as increases will be given based on performance at the completion of each development phase.

Successful completion of Phase II will result in non-competitive promotion to an Employee Benefits Specialist I position SOS Pay Band 9. During Phases I and II, employee will be eligible for COLA payments if applicable, but will not receive merit pay under regular merit pay procedures; instead employee will be granted a pay increase after successful completion of assignments and demonstrated proficiency upon completion of each of the two phases. After outplacement/promotion to Employee Benefits Specialist I, employee will become part of/return to the standard annual merit-review program.

FUNCTIONAL PURPOSE:

This is experienced administrative work counseling employees and Members on federal retirement, benefits and other employment-related services for the Senate Disbursing Office. Work includes providing confidential retirement counseling and related assistance, interpreting rules and regulations and assisting in the development of office policies and procedures, and working on difficult retirement cases involving sensitive or complicated issues. Work is bound by laws and regulations regarding federal retirement and insurance benefits, Office of Personnel



Management (OPM) retirement and benefits manuals and standard office policy and procedures. Work is performed under the immediate supervision of the Employee Benefits Manager.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc.

INITIAL REQUIREMENTS for Phase I: For this level, applicants must address the following:

Work requires a High School Diploma or G.E.D. (college degree preferred see below) with a minimum of one to three years of benefits administration and/or payroll experience, preferably in a federal environment (Bachelor's Degree in Business Administration, Accounting, Finance or a related field is preferred); or an equivalent combination of education and experience that provides the following knowledge, skills and abilities:

Knowledge of the laws, regulations, and procedures relating to, group life insurance, health benefits, and other types of employee benefit programs and payroll systems. Knowledge of federal benefits and retirement programs, including the Thrift Savings Plan, is a plus.

Knowledge of the functions, operations, policies and procedures used by payroll and employee benefits positions; knowledge of the Senate systems is a plus.

Ability to use calculators and perform math calculations.

Ability to use computers and relevant software; knowledge of Microsoft Office programs a plus.

Ability to perform research and utilize the internet.

Ability to gather and analyze information to develop appropriate information and evidence; determine accuracy and application of facts; and reach sound and correct conclusions.

Ability to follow departmental rules, regulations, procedures and functions.

Ability to professionally handle confidential/sensitive matters and materials.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively, both orally and in writing.



The successful applicant **must pass Phase I** to move onto Phase II of the Career Ladder. A performance increase will be granted upon successful completion of Phase I.

REQUIREMENTS for Phase II: For graduation to this phase, applicants must be able to demonstrate with the combination of education, experience and successful completion of the Phase I Individual Development Plan the following knowledge, skills and abilities in addition to the above:

Demonstrated knowledge of the laws, regulations, and procedures relating to federal retirement programs, group life insurance, health benefits, other employee benefits programs, and the Thrift Savings Plan.

Demonstrated knowledge of the functions, operations, policies and procedures used by the Employee Benefits Section and the Senate Disbursing Office, as well as a general overall understanding of the functions of all sections in the Senate Disbursing Office.

Demonstrated knowledge of the Senate HRMS payroll/personnel database and its entry, query and reporting functions.

Demonstrated ability to process applications and reports for federal benefits programs, TSP and other entry level functions using established procedures while demonstrating knowledge of the laws and regulations governing those programs.

Demonstrated ability to gather and analyze information to develop appropriate information and evidence; determine accuracy and application of facts; and reach sound and correct conclusions in regard to federal employee benefits.

Demonstrated ability to follow departmental rules, regulations, procedures and functions.

Demonstrated ability to professionally handle confidential/sensitive matters and materials.

Demonstrated establishment and maintenance of effective working relationships.

Demonstrated ability to communicate effectively, both orally and in writing.

The successful applicant **must pass Phase II** to move onto outplacement/promotion to the Employee Benefits Specialist I position. A performance increase will be granted upon successful completion of Phase II.



**REQUIREMENTS for Outplacement/Promotion to Employee Benefits Specialist I
(SOS Pay Band 9): Successful completion of Phase II - Demonstrated ability to perform the
ESSENTIAL FUNCTIONS of the position:**

In addition to the requirements in Phases I and II above, demonstrated ability to work independently; ability to recognize issues and seek technical guidance from senior staff.

Demonstrated ability to perform confidential benefits counseling and related assistance to the Senate community; compute basic retirement annuity estimates and survivor benefits; verify, compute and credit prior federal service to retirement and benefits; advise employees and Members on federal benefits and continuing health and life insurance benefits into retirement.

Demonstrated ability to verify prior federal and military service and make creditable service determinations and computations; provide advice and assistance to employees concerning deposits to retirement funds; review benefit application forms and related documents for accuracy; coordinate the processing of forms, applications and related documents within department and OPM or other appropriate agencies to substantiate claims; close out Senate retirement records and transfer records to OPM upon separation from the Senate.

Demonstrated ability to do the following: counsel employees on federal benefits and the impact of waiving coverage and delaying participation; explain procedures for electing coverage, designating beneficiaries, and obtaining temporary continuation of benefits; explain unemployment compensation procedures; process requests for state wage and separation information; and reconcile state and federal billings for unemployment compensation and requests adjustments as necessary.

Demonstrated ability to develop and write internal procedures manuals, training materials and user guides for work functions; represents the Senate at advisory group meetings involving matters related to benefits administration.

Demonstrated ability to draft correspondence with official certification and documentation of benefits for Financial Clerk signature.

Demonstrated ability to keep abreast of legislative changes impacting benefits for Senate employees (i.e. Long Term Care, Flexible Spending Accounts); coordinate seminars, update materials and communicate changes to the Senate community.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.